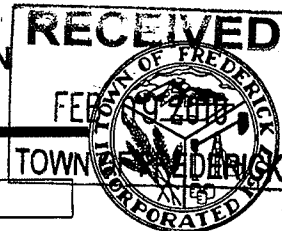


BOARD, COMMITTEE, AND COMMISSION APPLICATION  
(Please Type or Print in Black Ink)



APPLICATION FOR APPOINTMENT TO:

Planning Commission

(Name of Board, Committee or Commission)

Name: Tracy Moe

Home Address: 5508 Pinto Street, Frederick, CO 80504

Mailing Address: Same as above

EMAIL Address: btmoel@comcast.net Phone: 303-834-8023

Occupation: Loan Officer Employer: Centennial Lending Phone: 720-494-2751

EDUCATION: B.S. in Accounting, Business Admin,

Years Completed: 16 College(s): Black Hills State Degree(s): & Entrepreneurial Studies

Special Qualifications for Serving: I currently do mortgage and construction lending.

I have previously served as President of a HOA. I am devoted to new challenges.

Why do you desire this appointment? I love the small town atmosphere that Frederick offers.  
I would like to help see the town grow but maintain its small community feel.

How much time are you able to devote to fulfill the obligation of appointment? Nights and Weekends

Do you presently serve on a Board or Commission for any other government entity? ☐ Yes ☒ No

If yes, please list board and entity: \_\_\_\_\_

Where did you hear of this vacancy? Town of Frederick Newsletter \*

We will keep your application on file for one year from the date of your application. If you are not appointed to this board, would you like us to resubmit your application for future vacancies? ☒ Yes ☐ No Name of Board: \_\_\_\_\_

TOWN OF FREDERICK  
BOARD AND COMMISSION APPLICANTS  
CONFLICT OF INTEREST DISCLOSURE

Several state laws and municipal ordinances prohibit conflicts of interest on the part of Town board and commission members. A member of a board or commission shall not perform an official act that may have an economic benefit on a business or other undertaking (whether or not for profit) in which the member has a direct or substantial financial interest. Board and Commission members must not be interested in any contract made in their official capacities; or made by any other body, agency or board of which they are members or employees.

1. ALL BOARD AND COMMISSION APPLICANTS

Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the board or commission for which you have applied? ☐ Yes ☒ No

If yes, please describe that interest in the space immediately below (if you need additional space, please attach additional sheets)

IF DESIRED, PLEASE SUBMIT A LETTER OF APPLICATION OR RESUME WITH THIS APPLICATION

This application is subject to the Colorado Open Records Act and should not be considered confidential.

Signature: Tracy Moe Date: 2/9/10

(Name - Please Print)

TOWN CLERK'S OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

**Tracy Moe**  
**5508 Pinto Street, Frederick, CO 80504**  
**(303) 834-8023**

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**Education**

**1996-2000**

Black Hills State University, Spearfish, SD –  
**Bachelor of Science** in Business Administration, Accounting, and Entrepreneurial Studies, with a minor in Computer applications

**Work Experience**

**2002-Present**

**Loan Officer:** Centennial Lending LLC, Longmont, CO  
• Monitor Federal and State Regulations for Residential, Commercial and Construction Lending • Create and enforce Policies and Regulations. Originate process and underwrite conventional mortgages, construction and lot loans. • Process construction draw requests and process titles and UCC's for equipment loans. • Process payments and issue escrow checks. • Oversee the file imaging project  
• Manage annual financial reviews for commercial loans • **Back-up Accountant** • Post entries and balance accounts. Helped with reconciliation and payroll.  
**Financial Representative:** Premier Members FCU, Boulder, CO  
• Opened new membership accounts • Underwrote consumer loans • Back-up for the teller line.

**2000-2002**

**Credit Analyst II- CFD:** Conseco Finance, Rapid City, SD  
• Underwrote revolving credit cards • Lead underwriter for secured loans • Approve or decline applicants based on credit bureau and other applicant information. • Productivity exceeds departmental goals every month. **Skip Tracing-** Locate delinquent customers. Collect payment from customer when received. **INTERNSHIP: Credit Investigation** – Pull credit bureaus on applicants and put information into the computer system based on results and guidelines • **Loan Processing MHD-** Evaluate returned loan documents. Fund loan if documents are correct and within each states guidelines.

**Additional Experience**

**2003-2005**

**Homeowners Association President:** Sundial HOA, Longmont, CO  
• Addressed matters affecting the community of 189 homeowners  
• Analyzed the budget • Reviewed Financials • Lead meetings monthly

**2008-Present**

**Tax Preparer:** Jackson Hewitt, Longmont, CO  
• Prepare Individual Federal and State Tax Returns

**Skills and Abilities**

**Computer**

Excel, Access, Word, PowerPoint, Peachtree, Mortgage Computer, Desktop Underwriter, Internet research, trouble shooting capabilities, able to learn programs quickly.

**Personal Skills**

Customer oriented, team player, responsible, quick learner, dependable, honest, hardworking, neat and well organized, able to communicate effectively, take initiative, flexible, work well under pressure, 10-key, 45-50 wpm.

**References**

Available on request.